



Land Use Services Department

Building and Safety Division

(909) 387-8311

(760) 995-8140

cms.sbcounty.gov/lus

MANUFACTURED HOMES GREATER THAN TEN YEARS OLD

A manufactured home permit shall not be issued if more than ten (10) years has elapsed between the date of manufacture and the date of application for the permit to install such manufactured home except as provided in this procedure. The relocation of the home to a new site may require reconstruction or renovation as a result of the fire safety overlay, fire department project condition letter or other regulation or condition. Refer to the County of San Bernardino, Building and Safety Division's "Guidelines For Manufactured Homes" for more information. This procedure is intended to assure the safety and compatibility of the home for both the occupants and neighbors.

Relocation site investigation and inspection fees only:

When the structure is located more than 50 miles outside the boundaries of the County of San Bernardino, contact us for fee options. Relocation inspection fee when a building is to be moved:

On the same property	\$276.00
From one property to another within the County	\$368.00
From outside the County (plus mileage fee)	\$484.00

Additional fees apply to the setdown and installation at the relocation site per the fee schedule.

APPLICATION PROCEDURE

1. Completely fill out the inspection application for "Manufactured Homes Greater Than Ten Years Old" and submit it with the application checklist items and appropriate fee.
2. Contact the appropriate fire department for your project condition letter (fire letter). These conditions may affect the feasibility of the project and should be investigated as soon as possible.
3. The manufactured home will subsequently be inspected. The federal label indicating compliance with the National Construction Safety Standards Act of 1974 installed by the manufacturer must be visible for the inspection. All name plate data including live and snow load designs shall also be available for review. The determination of the inspector must be that the home substantially conforms to the construction standards regarding health, accessibility, life and fire safety and structural requirements applicable to manufactured homes less than ten (10) years old in order for it to be accepted for relocation. All relevant data must be available for the inspector to make this decision.
4. The inspector will issue a letter within five (5) days of the inspection either for acceptance or denial. If accepted by the Building and Safety Division, the Planning Division may now determine compatibility.
5. The inspector's acceptance letter shall be submitted to the Planning Division for the "compatibility finding". Contact the Planning Division for fees and further information on this procedure. The manufactured home is not acceptable for installation until both Building and Safety and the Planning Division have approved the findings.
6. The acceptance letter and compatibility finding (if favorable) shall be submitted with the setdown installation plans to the Building and Safety Division for plan review. For information on plan requirements see the "Guidelines for Manufactured Homes" available at all Building and Safety offices.
7. Due to the time sensitive element of this regulation, the installation plans must be approved and the permit issued within 180 days or the application expires. Once issued, the setdown permit shall be complete and the home approved for occupancy within one (1) year or the permit expires by time limitation. Once the application or the permit expires a new application, permit and fees are required.

Whenever any such building remains unfinished or unfit for occupancy after expiration of the time limits herein established, such building shall be declared a public nuisance and shall be abated as provided for in the San Bernardino County Code.

MANUFACTURED HOME RELOCATION APPLICATION CHECKLIST

1. Map and directions to the present site location of the manufactured home.
2. Two (2) pictures (front and back) of the manufactured home.
3. Copy of title and registration. If applicant is not the owner of the manufactured home, attach letter of authorization from the manufactured home owner. If title shows a lien holder, attach proof of lien holder permission to relocate the manufactured home.
4. A "look up" completed by the Permit Technician shall confirm the size, shape and zoning of the relocation site is adequate to accommodate the structure and all parking areas, setbacks, lot coverage, yards, accessory structures and other applicable requirements of the Development Code.

It is not necessary to submit the complete setdown plans for the manufactured home at this time; however, the plot plan of the relocation site is required showing the manufactured home, proposed accessory structures and any other pertinent features such as:

- A. Legal description and general location.
 - B. Owner's name, address and telephone number.
 - C. Use, size and dimensioned location of existing and proposed structures, including retaining walls.
 - D. Location of existing and proposed sewage disposal systems and expansion area, or if public sewer, show location of lateral and connection.
 - E. Dimension of property lines, names of streets abutting the property and north point.
 - F. Indicate the present land use of all surrounding property and placement of surrounding buildings on adjacent lots.
 - G. Elevations on the building site and the surrounding lot area.
 - H. Location, size and minimum pressure of water meter.
 - I. Location of any easement, road, alley, paving, future right-of-way and drainage course.
 - J. Driveway, approach, parking area location and any required surfacing or covered parking space.
 - K. Show the location of all existing trees and other native vegetation.
 - L. Vicinity map (does not need to be to scale).
5. A preconstruction or erosion control permit application is obtained and concurrently reviewed for the proposed relocation site.
 6. A copy of Appendix E from the County of San Bernardino, Building and Safety Division's "Guidelines for Manufactured Homes" completely filled out. Verify the manufactured home meets the Minimum Residential Construction Standards (MRCS)
 7. When in the FS overlay, a copy of Appendix F from the County of San Bernardino, Building and Safety Division's "Guidelines for Manufactured Homes" signed by the owner of the property with a statement that the applicable items will be done prior to occupancy if approved for relocation.



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MANUFACTURED HOMES GREATER THAN TEN YEARS OLD INSPECTION APPLICATION

Date inspection is requested _____

Applicant _____ Phone _____

Manufacturer _____ Model Year _____ HUD No's. _____

Mailing Address

City

Zip

Present Location _____ Space No. _____ City _____

Nearest Cross Street _____ Present Use _____

☐ Out of County inspection report attached. Jurisdiction: _____ Phone _____

Means of Access: Building Open _____ Key Attached _____ Occupied _____

Report shall be: ☐ Mailed
☐ Held for pick up

☐ Accessory structures to be considered for moving:
Attached ☐ Describe _____
Detached ☐ Describe _____

The manufactured home will be available for inspection on the requested inspection date above. The HUD label will be exposed for inspection. I understand the investigation fee is non refundable if the manufactured home is found to be unacceptable for relocation.

Signed

Print

Title

Date

OFFICE USE ONLY Do not write in this space.

Relocation Site Lookup Information: APN _____ Address _____

Zoning _____ Hazard Overlays _____

☐ Yes ☐ No Preconstruction, FP or Erosion Control results attached. ☐ Yes ☐ No Plot plan checked.

☐ Yes ☐ No Applicant advised to contact the Planning Division for compatibility review at _____.

Activity No. _____ Technician Initials _____

The Building and Safety Division undersigned inspector has investigated the manufactured home and has determined that the manufactured home proposed for installation substantially conforms to the construction standards regarding health, accessibility, life and fire safety and structural requirements applicable to manufactured homes less than ten years old.

Inspector Signature

Title

Date